

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

AMENDED

POSTING NUMBER: HR-0110

ISSUE DATE: October 6, 2014

TITLE: Assistant Chief of Office Services

CLOSING DATE: October 20, 2014

LOCATION: 101 South Broad Street
Trenton, NJ 08625

POSITION(S): One (1)

SALARY RANGE: S27: \$67,714.29 - \$96,415.56

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under the general direction of the Chief of Operations within the Department of Community Affairs (DCA), assists in the planning, organization, direction and evaluation of various office support services; supervises the staff and work programs involved with purchasing, procurement, printing, mailing, graphic arts, supplies, moving and other related functions; does related work as required. This title may also supervise the staff and work programs involved with clerical support and information processing.

REQUIREMENTS:

EDUCATION: Bachelor's degree from an accredited college or university.

EXPERIENCE: Four (4) years of experience involving general administrative support services and procurement activities, at least one (1) year of which shall have been in a supervisory capacity. Activities include: graphic arts, printing operations, forms design and reproduction services, mail services, courier services, stock, storage, supply, and inventory services.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Business Administration or Public Administration may be substituted for one (1) year of the non-supervisory experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Interested applicants must submit a resume along with a Letter of Interest, including phone number by the closing date. Interviews will be granted on the basis of the resume.

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0110
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer